

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 031-2013

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Voucher Examiner

OPENING DATE: November 8, 2013

CLOSING DATE: November 22, 2013

WORK HOURS: Full-time; 40 hours/ week

GRADE: \*Not-Ordinarily Resident: FP--07 (To be confirmed by Washington)

\*Ordinarily Resident: FSN Grade 07

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR "NOT-ORDINARILY RESIDENT" BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Voucher Examiner. The position is located in the Financial Management section and reports to the Financial Management Specialist.

## FUNCTIONS OF POSITION:

Receives, collect and obtains a variety of claims, bills/invoices for payment. Records documents and tracks bills for final payments. Prepares and examines the legality of a wide variety of invoices/bills, including travel reimbursement vouchers for all agencies.

Ensures the collection of bills from a variety of sources for payment (purchase orders to local vendors, telephone bills, fuel charges, electricity bills, water charges, purchase requests or orders to U.S. vendors; transportation voucher for household effects shipment, vouchers for official supplies or pouch shipments, replenishment vouchers, representation and official residence expense service, rental payments ORE payments etc.). Prepares and examines the legality of a wide variety of invoices/bills for all agencies.

Ensures that all bills/invoices received or collected from a variety of sources are recorded and stamped with a date stamp for tracking. Checks all computation for accuracy, correctness and that the bills/invoices are in compliance with the terms of the contract. Reviews and ensures that adequate funding has been obligated prior to completing any liquidations. Prepares payment vouchers, attaching supporting document including receiving reports when appropriate and goods/services signed up. Prepares direct charges to employees for personal telephone charges utility bills, and fuel supplies.

Prepares and advises both the cashier and Accounts Receivable section of any charges, refunds or collection arising from travel reimbursement vouchers processed. Regularly provides funds status information to the B&F or Management Officers through the Financial Specialist. Reconciles, monitors, and reports on the Mission recurring expenses (such as electricity, water, telephone charges and rent).

Develops and maintains a comprehensive vendor files for easy reference. Sets up, monitors and maintains a log to record the receipts of and payment of all forms, claims vendors invoices and utility bills reaching the budget office and to ensure prompt payment of bill. Maintains control over the Account Receivable process, filing copies of billing documents alphabetically in a binder, receiving OF-158 receipts from the cashier and removing copies of paid bills. Reviews Accounts Receivable on a regular basis, at least monthly, and send reminder through the Management Officer on delinquent payments.

Serves as alternate Class B Cashier, and sits for the Principal Cashier in her absence.

#### QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of secondary school education plus two or more years of business, technical, vocational , or college study in accounting or auditing is required.
2. **Experience:** Three years of progressive responsible work in voucher examining, accounting, and related fiscal work.
3. **English Ability:** Level III English ability (good working knowledge) of written and spoken is required. Level III ability in speaking Krio is required to address local Vendors.
4. **Other Criteria:** Must be able to acquire knowledge of post's regulations and procedures of performing voucher examining services within a reasonable period of time. Knowledge of general accounting principles. Must be able to acquire knowledge of regulations and procedures of other Agencies at post for which voucher examining services are performed.

5. **Other Skills:** Ability to understand and apply regulations and procedures in the preparation of routine and complex vouchers. Must demonstrate tact and be able to explain clearly and convincingly, the rationales for allowable and non-allowable conditions relating to travel and household effects shipments. Must be able to operate computer programs on voucher transactions.
6. **Interpersonal skills:** Must have excellent interpersonal and communications skills to be able to communicate to supervisors and customers.

#### SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) and
2. A current resume or curriculum vitae.

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### SUBMIT APPLICATION TO

The Human Resources Section  
(Application for Voucher Examiner)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076-515-075

By handling a sealed envelope to the Security Guards at the entrance of the embassy.

NOTE: Only short listed applicants will be contacted.

#### DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

---Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFM for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 22, 2013

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.